

**HOUSING REHABILITATION SPECIALIST III**

**DEFINITION:**

Under general supervision, to supervise, plan, monitor, and review the work of subordinates who assist clients in improving housing conditions through housing rehabilitation; to manage construction projects of the most complex nature; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

All positions in this class are found in the Housing and Community Development Department. This is the first-line supervisory class in the Housing Rehabilitation Specialist series. This series differs from the next lower class, Housing Rehabilitation Specialist II, in that the latter is a journey-level class performing work of average difficulty without supervisory responsibility. Housing Rehabilitation Specialist III is distinguished from the next higher class, Principal Housing Rehabilitation Specialist, in that the latter is responsible for overall technical supervision, and functions as an assistant to a Housing Program Manager.

**EXAMPLES OF DUTIES:**

Organizes, plans, and supervises the work of Housing Aides and Housing Rehabilitation Specialists I and II; interviews and selects staff; establishes work standards and conducts performance evaluations; reviews subordinates work for appropriateness of scope of rehabilitation work, accuracy of cost estimates, mathematical computations, and eligibility determinations; inspects rehabilitation work progress and quality to determine if it is acceptable; estimates construction costs; reviews and recommends payments to contractors; resolves disputes between contractors and property owners; makes public presentations; serves as liaison with community organizations, lending institutions, contractors, and property owners; assists in developing divisional goals, objectives, and policies; prepares reports; undertakes special projects as assigned; and performs studies for management.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Federal, state, and local housing programs to include housing rehabilitation for low and moderate-income households and other related programs.
- Housing, real estate, construction, and financing terminology.
- Dwelling construction methods, materials, costs, and financing.
- Laws concerning tenant and property owner rights and responsibilities.
- Federal housing quality standards and the Uniform Building Code.
- Construction contract administration.
- Housing inspection.
- Community Development Block Grant, Home Partnership Investment Program, and Section 8 Moderate Rehabilitation, rules and regulations.
- Governmental organization including federal, state, and local housing agencies and their respective powers and responsibilities.

**General Knowledge of:**

- Office procedures.
- Principles and techniques of supervision.

**Skills and Abilities to:**

- Analyze, interpret, and draw logical conclusions from personal, financial, and numeric data.
- Communicate effectively and diplomatically, both orally and in writing, with persons of a wide range of socio-economic background, property owners, contractors, and other agencies.
- Arrange and prioritize workload.
- Prepare, read, and interpret basic construction plans and drawings.
- Read, understand, and explain to others written policies and regulations.
- Disseminate program information and represent the Department at public meetings.
- Supervise subordinates to include: training, assigning, reviewing, monitoring, and prioritizing work, and effect disciplinary action if indicated.
- Resolve disputes between contractors and homeowners.
- Maintain records and prepare reports.
- Identify construction faults and determine corrective measures.
- Estimate construction costs and provide fiscal monitoring of projects.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: four (4) years of experience drafting contract documents, assessing contractor performance, reviewing loan applications, and determining overall rehabilitation program eligibility; comparable to the level of Housing Rehabilitation Specialist II in the County of San Diego. Assignments must have included direct rehabilitation experience and lead responsibilities.

One (1) year of college-level coursework in real estate, business, finance, construction technology, or a related field of study; or completion of a housing construction/rehabilitation certificate program sponsored by a Department of Housing and Urban Development approved organization may be substituted for one (1) year of the experience stated above.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

Positions in this class require possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Conflict of Interest:**

Incumbents will be required to file a Conflict of Interest Statement within thirty (30) days of hire in accordance with County codes and department policy.

**Working Conditions:**

Incumbents must have the physical ability to inspect and measure dwellings: climb, bend, crawl, reach, and stretch.

Incumbents must be willing to perform fieldwork in inclement weather and to occasionally inspect unsanitary dwellings.